



# CITY OF GERMANTOWN

Department of Community Development, 1920 S. Germantown Rd, Germantown, TN 38138-2815  
phone (901)757-7281 fax (901)751-7526 internet www.Germantown-tn.gov

## PLANNING COMMISSION CHECKLIST FOR SKETCH PLAN REVIEW

**SUBMIT THIS CHECKLIST TOGETHER WITH APPROPRIATE APPLICATION FORM  
WITH ALL MATERIAL REQUIRED FOR PLANNING COMMISSION REVIEW.**

Sketch Plans shall be submitted to the Department of Economic and Community Development for review a minimum of 30 days prior to filing an application for preliminary or preliminary/final plan or PUD approval. Applications will not be accepted if all material required is not included with the submittal. Please refer to the subdivision and/or zoning ordinance for further details. Please check (x) all applicable items.

1. LOCATION MAP AND INFORMATION

- a. ☐ A map showing the subject property, the names of surrounding landowners and the name(s) of surrounding subdivision(s) or planned unit development(s)

2. GENERAL INFORMATION

- a. Proposed Title of Planned Unit Development ☐ \_\_\_\_\_  
b. Owner's name(s) ☐ \_\_\_\_\_  
c. Designer's name ☐ \_\_\_\_\_  
d. Date prepared; North arrow; Area in acres ☐ \_\_\_\_\_

3. LAND USE

- a. Zoning ☐ \_\_\_\_\_  
b. Adjoining zoning ☐ \_\_\_\_\_  
c. Proposed use of property ☐ \_\_\_\_\_  
d. Proposed accessory uses ☐ \_\_\_\_\_

4. EXISTING CONDITIONS

- a. All existing property lines ☐ \_\_\_\_\_  
b. Existing buildings, accessory structures, fencing, etc. ☐ \_\_\_\_\_  
c. All existing easements. ☐ \_\_\_\_\_  
d. Location, name and width of existing streets and alleys ☐ \_\_\_\_\_  
e. Name(s) of Adjoining Subdivisions ☐ \_\_\_\_\_  
f. Owner's Name of Adjoining Parcels Larger Than 2 Acres ☐ \_\_\_\_\_

5. PLAN

- a. Proposed location of lots and streets/private drives ☐ \_\_\_\_\_  
b. Width of proposed streets and private drives ☐ \_\_\_\_\_  
c. Location of Common Open Space ☐ \_\_\_\_\_

6. GRADING AND DRAINAGE

- a. Plan required:
1. Major drainage paths (defined ditches and pipes) ☐ \_\_\_\_\_
  2. Storm system traced to the major outfall point ☐ \_\_\_\_\_
  3. Preliminary grading information, contours ☐ \_\_\_\_\_
  4. Existing streets and intersections ☐ \_\_\_\_\_
  5. Typical cross sections for existing streets ☐ \_\_\_\_\_
  6. All structures in the existing storm system (i.e., storm sewer pipes, inlets, headwalls, drain manholes) ☐ \_\_\_\_\_
  7. Floodway or floodplain boundaries, if applicable ☐ \_\_\_\_\_

- b. Steps to mitigate impacts upon floodplain, if applicable
  - 1. Conditional Letter of Map Revision (CLOMR) ( ) \_\_\_\_\_
  - 2. Aquatic Resource Alteration Permit (ARAP) ( ) \_\_\_\_\_
  - 3. Nationwide or 404 Permit ( ) \_\_\_\_\_
- c. Base flood elevation for subdivisions / PUDs over 5 acres in area or having more than 50 lots ( ) \_\_\_\_\_

7. TREE PLAN

- a. Location of Major Groups of trees ( ) \_\_\_\_\_

8. HEIGHT, AREA AND DENSITY (not applicable to single family subdivisions / PUDs)

- a. Building height ( ) \_\_\_\_\_
- b. Area of property (acres) ( ) \_\_\_\_\_
  - 1. Gross area ( ) \_\_\_\_\_
  - 2. Net area (developed area excluding streets and R.O.W.) ( ) \_\_\_\_\_
- c. Building footprint area ( ) \_\_\_\_\_
- d. Lot coverage ( ) \_\_\_\_\_
- e. Lot width at front building line ( ) \_\_\_\_\_
- f. Building floor area ( ) \_\_\_\_\_
- g. Area of each lot (square feet or acres) ( ) \_\_\_\_\_
- h. Number of lots ( ) \_\_\_\_\_
- i. Number of dwelling units ( ) \_\_\_\_\_
- j. Building siting (Smart Growth Only) ( ) \_\_\_\_\_
- k. Building configuration (Smart Growth Only) ( ) \_\_\_\_\_
- l. Building function (Smart Growth Only) ( ) \_\_\_\_\_
- m. Building elevation (Smart Growth Only) ( ) \_\_\_\_\_
- n. Sight lines (Smart Growth Only) ( ) \_\_\_\_\_

9. VEHICULAR CIRCULATION ON-SITE (not applicable to single family subdivisions / PUDs)

- a. Entrances, exits, curb cuts ( ) \_\_\_\_\_
- b. Circulation within site ( ) \_\_\_\_\_
  - 1. By private vehicles ( ) \_\_\_\_\_
  - 2. By public safety vehicles ( ) \_\_\_\_\_
  - 3. By service vehicles ( ) \_\_\_\_\_

10. UTILITY PLAN – indication of the location, size, adequacy

- a. Water supply for on-site use and fire control ( ) \_\_\_\_\_
- b. Sanitary sewer ( ) \_\_\_\_\_
- c. Storm drainage ( ) \_\_\_\_\_
- d. Utility easements ( ) \_\_\_\_\_
- e. Individual irrigations taps for residential lots ( ) \_\_\_\_\_

11. PARKING AND LOADING AREAS (not applicable to single family subdivisions / PUDs)

- a. Design ( ) \_\_\_\_\_
- b. Number of spaces ( ) \_\_\_\_\_
- c. Traffic circulation - ( ) \_\_\_\_\_
- d. Parking layout - ( ) \_\_\_\_\_
- e. Landscaping in Parking Area - ( ) \_\_\_\_\_

12. VARIANCE / WARRANT(S) REQUESTED ( ) \_\_\_\_\_

Warrants apply to Smart Growth Developments only. Variances apply in all other developments.

\_\_\_\_\_  
Signature of Design Professional

- ☐ Engineer ☐ Surveyor  
☐ Landscape Architect